



Prospectus

Defense Information School

"Strength through Truth"



Defense Information School
6500 Mapes Road, Suite 5620
Ft George G. Meade, MD 20755-5620
www.dinfos.dma.mil

Table of Contents



Mission, Vision, and Goals	3
Accreditation	4
Training Methods	5
Resident Training	5
Distributed Learning	5
Mobile Training Teams	5
Course Descriptions	6
Broadcast Operations and Maintenance Department	6
Public Affairs Department	9
Public Affairs Leadership Department	12
Visual Communications Department	15
International	18
Faculty Training and Development	19

About DINFOS

The Defense Information School (DINFOS) is a United States Department of Defense school located at Fort George G. Meade, Md. The school trains more than 2,400 military, DoD civilian, international military, and interagency students a year across 32 basic, intermediate and advanced public affairs and visual information courses. Courses cover a variety of subject areas including public affairs, print journalism, photography, photojournalism, television and radio broadcasting, lithography, broadcast equipment maintenance, and various forms of multimedia.



DINFOS maintains national accreditation through the Council on Occupational Education (COE). In addition, the American Council on Education (ACE) reviews DINFOS courses for college credit recommendations, assisting students with their civilian education goals and providing an external validation of the school's rigorous training programs.



For the last 50 years, DINFOS has trained communicators across the Department of Defense to help their organizations achieve strategic and operational goals. In the coming years, DINFOS seeks to expand access to its training programs for interagency partners across the federal government. This prospectus outlines our mission and current course offerings across the spectrum of public affairs and visual information training.

Mission

Grow and sustain a corps of professional organizational communicators who fulfill the communication needs of the military Services, government leaders and audiences.

Vision

DINFOS is recognized as a premier learning institution vital to organizational communication success across the Department of Defense.

Goals

- Goal 1: Deliver total professional development support to organizational communicators throughout their careers.
- Goal 2: Sustain status as a premier accredited military and government training center and sought-after assignment for faculty and staff.
- Goal 3: Grow the DINFOS infrastructure to support the expanding training mission.

Faculty and Staff

- 198 Military
- 111 Civilians
- 73 Contractors

Contacts

- Mary O'Shea, Provost, 301-677-2968, mary.k.oshea3.civ@mail.mil
- Cathy Jewett, Registrar, 301-677-4648, dma.meade.dinfos.list.rqmo@mail.mil
- Joseph Coslett, PAO, 907-887-9430, joseph.a.coslett.civ@mail.mil
- Web: www.dinfos.dma.mil
- Facebook: <https://www.facebook.com/defenseinformationschool>

Accreditation

DINFOS External Endorsements

- Council on Occupational Education - National Accreditation
- American Council on Education Credit Recommendation
- Society of Broadcast Engineers (SBE) Certified School

Accreditation



We are nationally accredited by the Council on Occupational Education (COE), which is recognized by the U.S. Department of Education as a national authority on educational quality and accreditation for non-degree granting, post-secondary occupational education institutions..

The accreditation process includes evaluation, file management, and analysis of the school's operation and the courses of instruction. This external look is critical to our assessment process, allowing us to review and measure our performance from the inside and out.

American Council on Education - College Credit Recommendation

DINFOS is a member of, and receives college credit recommendations by, the American Council on



Education (ACE) College Credit Recommendations Service (CREDIT). ACE is the nation's most visible and influential higher education

association. They act as a representative of U.S. accredited, degree granting institutions, which include two and four-year colleges, private and public universities, and nonprofit and for-profit entities.

ACE has a diverse base of more than 1,700 member institutions. Their

representatives are from all sectors of education and collectively work with non-degree granting organizations that teach and train at higher education levels. CREDIT connects workplace learning with colleges and universities by helping adults gain access to academic credit for formal courses and examinations taken outside traditional degree programs. Their focus is not only to recommend college credit, but also to improve educational access preparing students to succeed. For more information on credit by course see <http://www2.acenet.edu/credit/?fuseaction=browse.getOrganizationDetail&FICE=1008342>

Society of Broadcast Engineers

DINFOS is certified by the Society of Broadcast Engineers (SBE) connecting to more than 5,500 members throughout the U.S. and Hong Kong. Organizations such as the Society of Broadcast Engineers provide a channel for continuing education and professional development within the career field. Currently DINFOS is the only SBE Certified Training Facility in the Military.



Training Methods

DINFOS training is active, reflective and fully engages the students with relevant information focusing on critical and reflective thinking. DINFOS students learn through the experience of doing, self-evaluative reflection, individual conceptualization, and active experimentation. DINFOS trains in three primary modalities with some courses using a blended methodology.

Resident Training

While DINFOS is growing, the most popular training method continues to be the traditional classroom. The face-to-face dynamics facilitates and encourages a strong collaborative relationship between the students and their instructors. However, the formal lecture format gives way to various elements of teaching, which are incorporated into all DINFOS resident instructor-led training.

Distributed Learning (DL)

DINFOS uses the Blackboard Learning Management System that maintains the same rigor and experiential learning with the online courses as the resident ones. Some online courses are blended with a non-resident portion and a resident capstone. DL courses require student interaction on a weekly basis with not only the instructor, but also the fellow students. Teamwork is mandatory in DINFOS distance learning courses. DINFOS also provides graduates access to training materials beyond the immediate training environment. This allows those working in the field to refresh their knowledge and keep abreast of changes in their fields of expertise.

Mobile Training Teams (MTT)

Military units and government organizations may request a mobile training team from DINFOS to train, coach, and mentor members of their organizations in basic and advanced public affairs and visual information skills. DINFOS MTTs have played a key role in the support of Operation Enduring Freedom and Operation Iraqi Freedom. DINFOS instructors continue to deliver outstanding public affairs and visual information training to military installations and government organizations across the United States and around the world.

Mobile Training Team process

The entire coordination process must be started at least two months prior to the required start date. The procedure is as follows:

- 1) Requesting organization(s) must officially request a DINFOS MTT by completing the DINFOS MTT Request form and/or contact the DINFOS Directorate of Training (DOT) administrative staff at DMA Fort George G. Meade [dma.meade.dinfos.list.dot-admin@mail.mil or (301) 677-4603] to explain their concept/scope of requested support.
- 2) Within 10 business days, the DOT staff will notify the requesting organization if it is feasible for DINFOS to provide a MTT to meet their concept/scope of requested support.
- 3) As a result of supplementary details and additional staff assessments, the requesting organization may be requested to provide alternate dates (dates not listed on the MTT Request form).



Broadcast Operations & Maintenance

COURSES

Broadcast Operations

Advanced Electronic Journalism Course (AEJC)

**Broadcast Communication Specialist Course (BCS)*

**Broadcast Management Course (BMC)*

**Electronic Journalism Course (EJC)*

Broadcast Maintenance

Broadcast Radio and Television Systems Maintenance Course (BRTSM)

**Basic Television Equipment Maintenance Course (BTVEM)*

Reference
Courses open to interagency

* Indicates courses open to international

Courses only open to DoD



Advanced Electronic Journalism Course (AEJC) – 20 days

The course trains advanced visual and audio techniques to experienced broadcast journalists to support the news gathering mission. Instruction includes advanced lighting, editing, and storytelling methods, subject-in-action sound bites, packaging, shot selection and visualization, natural and prompted audio collection, and advanced script writing.

ACE Credit Recommendation: In the upper-division baccalaureate degree category, 3 semester hours in advanced electronic journalism and 3 in advanced television production. This course is recommended for a total of 6 semester hours at the upper-division baccalaureate degree category.

Broadcast Communication Specialist (BCS) – 77 days

The course trains students to perform skills in all aspects of broadcast journalism, to include video documentation. In Basic Writing and Announcing Skills, students learn to write and announce broadcast news stories and radio spot announcements. Specifics include learning broadcast writing style and practicing broadcast voice delivery skills for both radio and video productions. In Radio Skills, apprentice communicators learn to produce and deliver various radio products, including live DJ shows, news stories, live newscasts, and spot production. Video Skills exposes BCS students to basic video shooting and editing, lighting skills, captioning, and studio operations, as well as more complex tasks such as spot, feature story, and documentary production. The entry level students complete

their training with service specific public affairs training that includes tasks ranging from preparing and releasing information to interacting with media to understanding how to set up a unit web site.

ACE Credit Recommendation: In the lower-division baccalaureate/associate degree category, 3 semester hours in radio announcing, 3 in basic radio broadcasting, 3 in writing for radio and television, 3 in video production, 3 in advanced video production, and 1 in public relations.

Broadcast Management Course (BMC) – 12 days

The course provides American Forces Radio and Television Service (AFRTS) management, leadership, policy, and regulatory guidance for individuals who are in or about to enter a leadership position at an AFN affiliate station. Potential students range from Network Commanders to Station Managers to Operations Managers to affiliate section NCOICs to leaders in Broadcast Operational Detachments.



Electronic Journalism Course (EJC) – 20 days

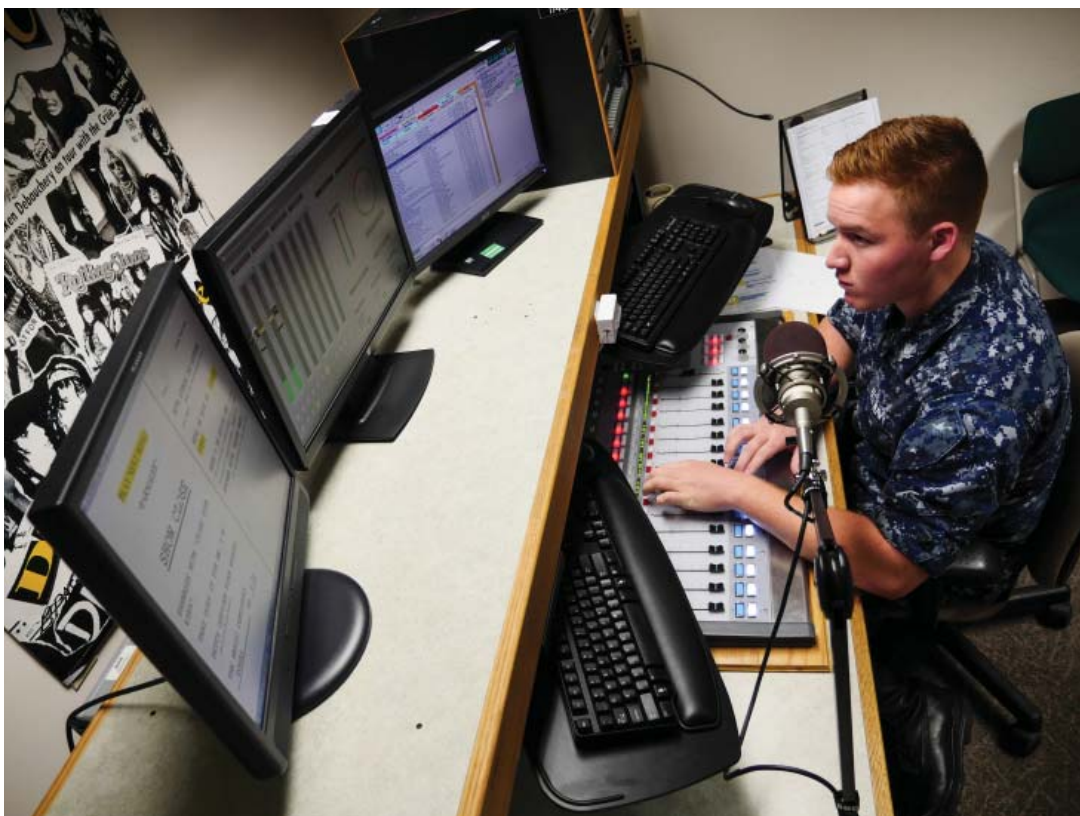
The course focuses on the principles and techniques needed for television news and spot production. EJC students learn basic storytelling techniques, to include writing for electronic journalism stories, voice-overs, and stand-ups; news coverage; operation of television camera systems; lighting; and non-linear editing.

ACE Credit Recommendation: In the lower-division baccalaureate/associate degree category, 3 semester hours in introduction to electronic journalism.

Broadcast Radio and Television System Maintenance Course (BRTSM) – 71 days

The course is designed to explore in-depth the principles and technological application in the following areas: broadcast television systems, audio, camera, video tape recorder, studio, transmission systems, computer systems, non-linear editors, and contingency field training.





transmission systems. Additionally, graduates will be able to set-up and maintain Video Teleconferencing and collaboration systems.

ACE Credit

Recommendation:

In the lower-division baccalaureate/associate degree category, 3 semester hours in DC electronics, 3 in AC electronics, 3 in fundamentals of digital electronics, 3 in solid state electronic circuits, and 3 in electronic communications systems. This course is recommended for

a total of 15 semester hours at the lower-division baccalaureate/associate degree category.

ACE Credit Recommendation: In the lower-division baccalaureate/associate degree category, 3 semester hours in computer organization, 3 in network fundamentals, 3 in electrical systems troubleshooting and repair, 3 in electronic communication systems, and 3 in fundamentals of broadcast transmission systems. This course is recommended for a total of 15 semester hours at the lower-division baccalaureate/associate degree category.

Basic Television Equipment Maintenance Course (BTVM) – 124 days

The course is U.S. Army only training that provides instruction on basic electronic principles, computers, and audio and video systems. The initial electronic fundamentals portion includes the basics of direct and alternating current principles, solid-state fundamentals, transistor amplifier theory, digital principles, and basic soldering techniques. Students then apply these electronic concepts to the maintenance and repair of broadcast television and radio equipment. After graduating, students will be able to use audiovisual test equipment to monitor, troubleshoot, and repair monitors, receivers, television cameras, videotape recorders, audio systems, broadcast studios, automated audio and visual equipment, and



COURSES

Public Affairs

**Basic Public Affairs Specialist Course (BPASC)*

**Basic Public Affairs Specialist Course-Non-Resident*

Basic Photojournalist Course (BPJC)

**Content Management Course (CMC)*

**Intermediate Photojournalism Course (IPC)*

**Intermediate Public Affairs Specialist Course (IPASC)*

Reference

Courses open to interagency

* Indicates courses open to international

Courses only open to DoD

Basic Public Affairs Specialist Course (BPASC) – Resident 56 days

The course prepares students to contribute to the global information arena. Students are military enlisted personnel, DOD civilians, and international military personnel. Students in this course prepare and release information, reporting news and command information in accordance with applicable directives. They study and practice theory, concepts and principles of public affairs, media relations and community relations. The students apply various research methods and the fundamentals of print journalism to include acceptable media English as it applies to news writing with emphasis on style, format and techniques, and practice basic operation of the digital camera. The Basic Public Affairs Specialist Course is also taught in advanced distributed learning, which has a 26-week non-resident portion, followed by a two-week resident phase.

ACE Credit Recommendation: In the lower-division baccalaureate/associate degree category, 3 semester hours in mass communications, 3 in writing for mass media, and 3 in desktop publishing. This course is recommended for a total of 9 semester hours at the lower-division baccalaureate/associate degree category.

Basic Public Affairs Specialist Course (BPASC) – Advanced Distributed Learning – Non-Resident (BPASC-ADL-R) – 26 weeks

The course prepares students to contribute to the global information arena. Students are military enlisted personnel, DOD civilians, international military, and other interagency personnel. Students in this course prepare and release information, reporting news and command information in accordance with applicable directives. They study and practice theory, concepts





photography. This course provides training in guidelines for the release information and imagery, news reporting, and public affairs theory, concepts and principles. This course also provides training in the theory and application of photography fundamentals, captioning, optics, light sources, camera operations for controlled and uncontrolled photography, exposing, processing, and printing color images. Training also includes electronic imaging with digital cameras, imaging software, image transmission, archiving, and editing.

ACE Credit Recommendation: In the lower-division baccalaureate/associate degree category, 2

semester hours in public affairs, 2 in news writing and reporting, and 6 in photojournalism. This course is recommended for a total of 10 semester hours at the lower-division baccalaureate/associate degree category.

Content Management Course (CMC) – 20 days (Resident), 56 days (Non-resident)

The Content Management Course was previously known as the Editors Course. This course prepares students to perform duties as content managers of print and electronic publications and platforms.

and principles of public affairs, media relations and community relations. The students apply various research methods and the fundamentals of print journalism to include acceptable media English as it applies to news writing with emphasis on style, format and techniques, and practice basic operation of the digital camera.

Basic Public Affairs Specialist Course (BPASC) – Advanced Distributed Learning -- Resident (BPASC-ADL-R) – 2 weeks

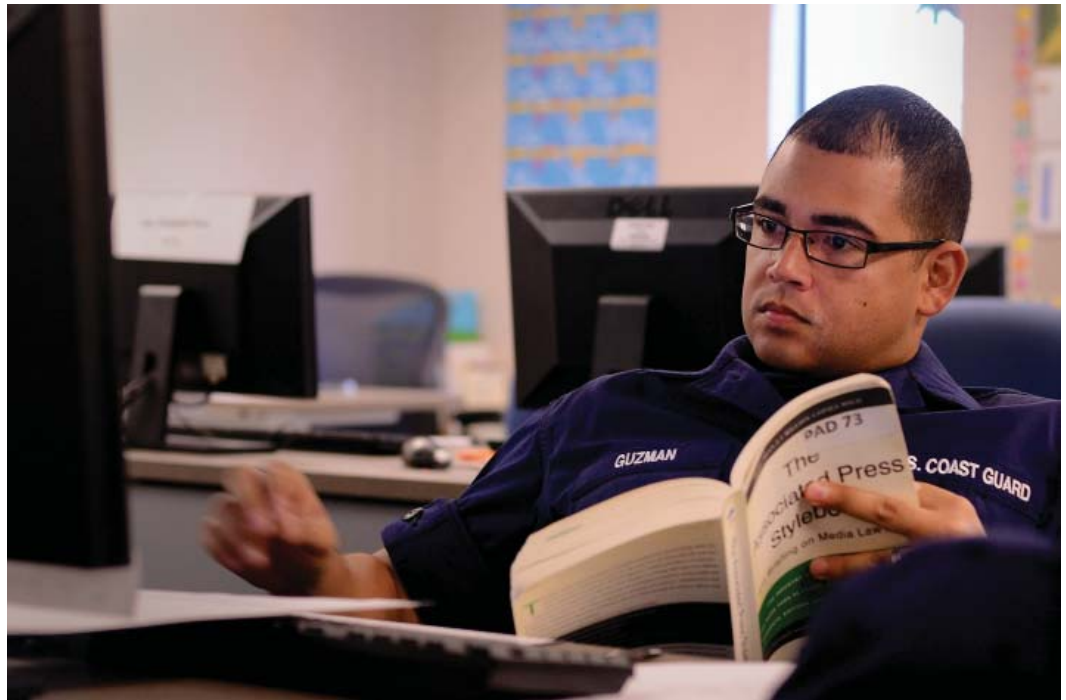
ACE Credit Recommendation: In the lower-division baccalaureate/associate degree category, 3 semester hours in mass communications, 3 in writing for mass media, and 3 in desktop publishing. This course is recommended for a total of 9 semester hours at the lower-division baccalaureate/associate degree category.

Basic Photojournalist Course (BPJC-USAF) – 87 days

The course trains Airmen to perform as basic Public Affairs photojournalists. It provides instruction in command information, community engagement, media relations, Internet-based capabilities, news writing, and basic still



Students apply the latest techniques and theory from military and civilian experts in infographic design, journalism, photography, and internet-based capabilities. During the 20-day course, students learn how to better package and refine their publication's content and design, coach writers and photographers, and manage web-based publications and platforms. The course was renamed Content Management Course in 2013.



ACE Credit

Recommendation: In the upper-division baccalaureate degree category, 3 semester hours in editorial management.

Intermediate Photojournalism Course (IPC) – 40 days

The course places special emphasis on the mastery of both written and visual communication. Graduates are able to effectively combine the understanding of theory with practical application to better communicate the commander's intent. Areas of instruction include visual and written communication theory, the interrelationships of writing and photography, news and feature writing, layout and design principles, and intermediate photographic techniques including electronic imaging, desktop publishing, digital cameras, image transmission, multimedia packaging, and archiving.

ACE Credit Recommendation: In the lower-division baccalaureate/associate degree category, and 3 semester hours in digital storytelling.

Intermediate Public Affairs Specialist Course (IPASC) – 10 days

The course teaches students to perform advanced duties of a public affairs specialist in a joint-service environment. The scope of this training includes measuring effective

public affairs programs, assessing markets for public information, media operations, and resource management. Students are instructed on the higher level of public affairs activities required in a joint and deployed environment, including ethical norms and considerations, communication management and evaluation to include civilian enterprise contracts, and website requirements, use, and assessment.

ACE Credit Recommendation: In the upper-division baccalaureate degree category, 3 semester hours in public relations planning.



Public Affairs Leadership

COURSES

Public Affairs Leadership

Coast Guard Public Affairs Course (CGPAC)

Combat Camera Leadership Course (CCLC)

**Joint Contingency Public Affairs Course (JCPAC)*

Joint Intermediate Public Affairs Course (JIPAC)

**Joint Senior Public Affairs Course (JSPAC)*

**Public Affairs Qualification Course (PAQC)*

**Public Affairs Course for International Students (PACIS)*

**Visual Information Management (VIM)*

Reference
Courses open to interagency

* Indicates courses open to international

Courses only open to DoD



Coast Guard Public Affairs Course (CGPAC) – 5 days

The course trains Coast Guard personnel in the principles, techniques, and skills required to conduct a unit's media relations public affairs program. This course is designed to provide an introduction to the basic theory, concepts, policy, and principles of one component of a unit public affairs program – the basics of media relations practices. CGPAC focuses on guidelines for releasing information, crisis communication, defining and identifying news, and introductory media relations. The students will draft news releases, conduct on-camera interviews, and moderate and conduct a news briefing. This course does not meet the minimum hours for credit recommendations.

Combat Camera Leadership Course (CCLC) – 10 days

The course trains selected officers and senior

noncommissioned officers in the principles, techniques and skills required to perform the duties and functions of a combat camera officer and combat camera noncommissioned officer in charge. The CCLC focuses on identifying the mission and functions of Combat Camera including the development of operational support plans, budgets, equipment and systems maintenance plans, policy and procedures, marketing plans, imagery management plans, and training plans. It also includes in-depth theoretical and working knowledge of how Combat Camera functions within the DOD.

ACE Credit Recommendation: In the lower-division baccalaureate/associate degree category, 3 semester hours in visual communication management.

Joint Contingency Public Affairs Course (JCPAC) – 10 Days

The graduate will study and practice

planning and execution of public affairs operations unique to a contingency environment. There is an emphasis on operational planning and integration on a joint staff. This course reinforces basic and intermediate skills within the context of a contingency operation. Candidates who will benefit most from this course are those with minimum to no experience on a deployed joint staff.

ACE Credit Recommendation: In the upper-division baccalaureate degree category, 3 semester hours in media relations, and 3 in public relations. This course is recommended for a total of 6 semester hours at the upper-division baccalaureate degree category.

Joint Intermediate Public Affairs Course (JIPAC) – 27 days

The course provides intermediate education and training to prepare public affairs practitioners to perform effectively across the spectrum of public affairs operations. JIPAC provides the knowledge and skills needed to perform the duties of a public affairs practitioner at the operational level. Particular emphasis is on the public affairs professional who will be performing duties as part of a deployed Joint Task Force. The scope of this training includes classroom discussion, guest speakers, and field trips.

ACE Credit Recommendation: In the upper-division baccalaureate degree category, 3 semester hours in public relations and 3 in media relations. This course is recommended for a total of 6 semester hours at the upper-division baccalaureate degree category.

Joint Senior Public Affairs Course (JSPAC) – 10 days

The course prepares public affairs practitioners to assert their roles as strategic communication leaders. This course provides high-level professional education to better prepare trained and experienced military and civilian public affairs officers and senior enlisted public affairs advisors to operate in a joint environment at



a combatant command or other major command. Students will receive training in communicating with senior leadership and in developing a strategic vision and plan to prepare for major conflict. Such plans will synchronize with national geopolitical and military strategy and will require interagency coordination. JSPAC will promote critical thinking and planning skills using guest lecturers, guided discussions, and a series of practical exercises.

ACE Credit Recommendation: In the upper-division baccalaureate degree category, 3 semester hours in international public relations, 3 in public relations cases and campaigns, and 3 in crisis communication.



Public Affairs Qualification Course (PAQC) – 46 days

The course provides entry-level public affairs training for mid-to senior-level commissioned and senior noncommissioned officers from all U.S. military services, selected foreign nations, and U.S. government agency civilians selected for public affairs assignments at all levels of command. The Public Affairs Qualification Course is also taught in advanced distributed learning, which consists of 26 weeks of online training and two weeks of resident training.

ACE Credit Recommendation: In the lower-division baccalaureate/associate degree category, 3 semester hours in foundations of communications and public relations, 3 in writing for public relations, 3 in media relations, and 3 in communication strategies for public relations. This course is recommended for a total of 12 semester hours at the lower-division baccalaureate/associate degree category.

Public Affairs Course for International Students (PACIS) – 25 days

This course is intended for international military and civilian personnel selected by their governments to perform public affairs functions. Students are from

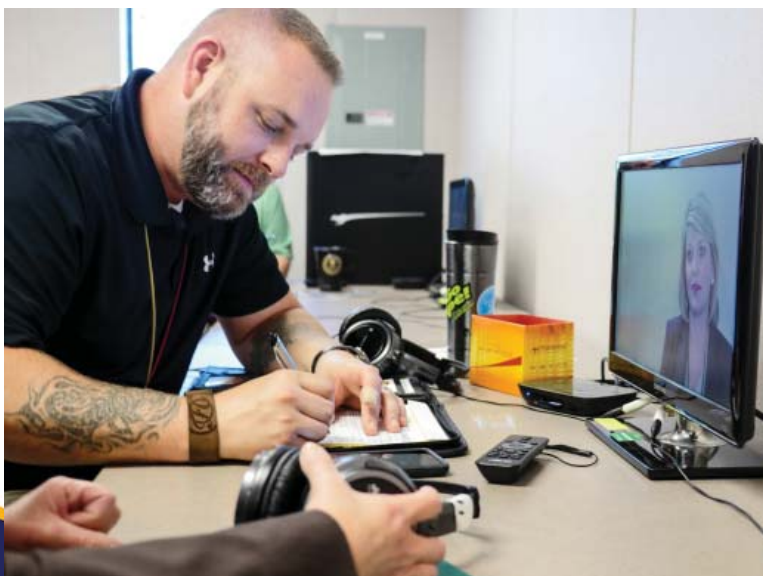


the defense ministries of nations operating within the Security Assistance Training Field Activity (SATFA) framework. The curriculum is broadly based on existing PAQC training tasks but requires a less rigorous English comprehension level. Rather than emphasize a U.S.-centric approach to military public affairs, this course compares and contrast U.S., NATO and UN approaches, and emphasizes basic public affairs knowledge and skills that can be adapted to the requirements of the individual nations.

Visual Information Management (VIM) – 10 days

The course provides professional development in the knowledge and skills needed to perform the duties of visual information management. Students apply pertinent doctrine and policy during seminars and practical exercises. Subjects covered are: ethics, functions of a VI activity, procedures for producing VI productions, VI records management, personnel issues, the budgeting process, equipment/supply management, contracting for services, customer relations, deploying VI assets, strategic planning, and an overview of the visual information process within the DOD.

ACE Credit Recommendation: In the lower-division baccalaureate/associate degree category, 3 semester hours in business communications, business public relations, or business marketing.



Visual Communications



Basic Mass Communication Specialist Course – (BMCSC-Navy) – 122 days

The course encompasses training in basic public affairs writing, photography, videography, digital multimedia and digital production. Students learn theory, concepts and principles of public affairs, community relations, and apply the fundamentals of print journalism to news writing and feature writing as they prepare to perform the skills as a communications writer. These skills are integrated with still photography fundamentals, including application of composition, lighting and exposure for studio photography, as well as camera operations as they apply to documentation and storytelling for controlled and uncontrolled action. As students progress, they learn the fundamentals of videography, including scriptwriting and storyboarding for video storytelling and documentation, as well as non-linear video editing for narrative and non-narrative productions. All of these skillsets are integrated into

projects the students create using vector- and raster-based graphic design software to produce digital illustrations, logos and other products in a web environment, where they learn web design and content management. Students incorporate all prior work into interactive multimedia productions, as well as products designed for digital print production, including a printed and digital portfolio of their work. In Production, students apply their pre-press skills and operate high-speed digital production equipment, including color management for RIP-based printing, and use bindery equipment for post-production of printed products. The course culminates in a 4 day field training exercise where all skills are tested in a field environment.

ACE Credit Recommendation: In the lower-division baccalaureate/associate degree category, 3 semester hours in public affairs, 3 in photojournalism, 3 in news reporting, 3 in

COURSES

Visual Communications

Basic Mass Communication Specialist Course (BMCSC)

**Basic Multimedia Illustrator Course (BMIC)*

Basic Multimedia Reproduction Course (BMRC)

**Basic Still Photography (BSP)*

**Digital Multimedia Course (DMC)*

Intermediate Videography Course (IVC)

**Video Production and Documentation (VPD)*

Reference

Courses open to interagency

* Indicates courses open to international

Courses only open to DoD



news design, and 3 in TV journalism. This course is recommended for a total of 15 semester hours at the lower-division baccalaureate/associate degree category.

Basic Multimedia Illustrator Course (BMIC) – 47 days

The course provides students with the skills required to perform the duties and fulfill the responsibilities required in the combat/field graphics and graphics designer career field. Training includes classes in the fundamentals of realistic drawing, principles of design and layout, fundamentals of color theory, drawing, color media, perspective, typography as they apply to all design products. Training also includes computer operations, basic color theory and design concepts, as well as computer graphics software supporting vector-based graphic design, page layout and image-editing, web page design, web authoring and animation, as well as digital print production. Students learn computer fundamentals, file management, archiving, as well as color management in a multimedia workflow. Students participate in classes on visual information ethics, visual communications, and customer relations. They learn and apply the operational principles of scanners, digitizing devices, and output to black and white and color printers, as well as creating products for web-based and other digital dissemination in multiple formats. Students create an interactive multimedia portfolio to showcase

the work they create throughout the course.

ACE Credit Recommendation: In the lower-division baccalaureate/associate degree category, 3 semester hours in fundamentals of illustration and design, 3 in digital graphics design, 3 in desktop publishing, and 3 in multimedia web design. This course is recommended for a total of 12 semester hours at the lower division baccalaureate/associate degree category.

Basic Multimedia Reproduction Course-Marine Corps (BMRC) – 52 days

The course includes classes in the principles of design and layout, fundamentals of realistic drawing, color theory, color media, perspective, and typography as they apply to all design products. Training also includes computer operations, basic color theory and design concepts, as well as computer graphics software supporting vector-based graphic design, page layout and image-editing, and animation. Students participate in classes on visual information ethics, visual communications, and customer relations. Students receive an orientation to maintenance, safety and security procedures in graphic/print shops, in addition to bindery equipment operations, various types of printing and production equipment, including large format color printers, digital duplicators, RIP-based printing and digital production equipment used to produce printed products. Students create an interactive multimedia portfolio to showcase the work they create throughout the course.

ACE Credit Recommendation: In the lower-division baccalaureate/associate degree category, 3 semester hours in desktop publishing, 3 in beginning drawing, 3 in multimedia design and convergence, 3 in digital graphic design capstone, and 1 in production techniques. This course is recommended for a total of 13 semester hours at the lower-division baccalaureate/associate degree category.

Basic Still Photography Course (BSP) – 60 days

The course provides class instruction and practical exercises in theory and application of photographic fundamentals, captioning, optics, light sources, camera operations for standard and studio photography, electronic flash, automatic paper processors, and picture story. Students also become skilled at using electronic imaging systems including digital cameras and imaging and graphic software. Students are

introduced to field documentation and image transmission, editing, and archiving digital images depicting all aspects of the U.S. military including military operations, exercises, training and military life.

ACE Credit Recommendation: In the lower-division baccalaureate/associate degree category, 3 semester hours in visual information procedures, 3 in digital photography, and 3 in basic photography. This course is recommended for a total of 9 semester hours at the lower-division baccalaureate/associate degree category.

Digital Multimedia Course (DMC) – 35 days

The course provides students intermediate level training in the principles, techniques, and skills required to perform as a digital multimedia specialist. Students build on fundamental knowledge of creating text, graphics, sound, animation and full-motion video, and then integrate these elements into interactive multimedia, web-based packages and products for dissemination in multiple formats to communicate military themes and messages. Students learn about software integration into computer systems, color management and its application throughout the workflow, input and output devices to acquire, enhance, design, manage, output, and archive digital images, graphic design and multimedia files. Students use a variety of multimedia software applications to create, manage and output composite layouts, graphic designs, page layouts, video productions, web pages and interactive multimedia solutions. Ethical considerations and practices are discussed as they pertain to the Department of Defense.

ACE Credit Recommendation: In the lower-division baccalaureate/associate degree category, 3 semester hours in web design, 3 in graphic design application, and 3 in multimedia production. This course is recommended for a total of 9 semester hours at the lower-division baccalaureate/associate degree category.

Intermediate Videography Course (IVC) – 25 days

The course focuses on learning and practicing



the intermediate skills necessary to perform proficiently at a journeyman level of video storytelling and production. This course reinforces basic skills and expands the concepts of narrative and non-narrative productions. It introduces advanced techniques with emphasis on advanced non-linear editing.

Video Production & Documentation Course (VPD) – 72 days

The course provides training to selected enlisted personnel in the principles, techniques, and skills required to perform the duties and functions of production and combat documentation specialists. This course provides training in the knowledge and skills needed to perform the duties required for visual information production assignments supporting video documentation of training and operations, public affairs, joint operations, and studio missions throughout the Armed Forces. The scope of training includes the operation of the digital video camera, lighting equipment, the principles of framing and composition, camera placement, audio and video editing, visualization, storytelling, and a working knowledge of audio and video applications for television electronic field production and studio operations.

ACE Credit Recommendation: In the lower-division baccalaureate/associate degree category, 3 semester hours in video production and 3 in writing for video production. In the upper-division baccalaureate degree category, 3 semester hours in electronic field production and 3 in studio video production.

International

History

Since 1949, DINFOS has contributed to the security cooperation efforts by training more than 1,000 international students from more than 80 countries.

DINFOS' training of international students is designed to enhance interoperability and capabilities for joint operations and establishes a rapport between the U.S. military and the respective country's military to build alliances for the future.

DINFOS trains approximately 30 international military students each year as part of the various security cooperation programs, which fall under the U.S. Department of State and is executed by the Department of Defense through its respective service components.

Security cooperation is key for mission success on the international playing field, and the Defense Information School is doing its part to build, foster and maintain those key international relationships so critical to operating in the current global environment.

Requesting Courses

International Students requesting Training at DINFOS should:



- Use their Ministry of Defense training channels to contact the Security Cooperation office at the U.S. Embassy in their country
- Access the DINFOS website for course info & schedules: <http://www.dinfos.dma.mil/International/CourseInformation.aspx>
- Contact the DINFOS International Military Student Officer (IMSO) with questions: Mr Rivers Johnson Jr., DINFOS IMSO, 01-677-2020, rivers.j.johnson.civ@mail.mil
- International Military Student Office, [dma.meade.dinfos.list.imsd@mail.mil](mailto:dinfos.list.imsd@dma.meade.dinfos.list.imsd@mail.mil)
- Web: www.dinfos.dma.mil
- Facebook: DINFOS International Military Student Office, <https://www.facebook.com/DINFOS-International-Military-Student-Office-111615978861994/timeline/>

Requirements

There are 18 DINFOS courses open to International military and civilian students. The courses cover areas such as Public Affairs, Graphic Arts, Photography, Photojournalism, Broadcasting, Videography, Multimedia and Broadcast Maintenance. The courses range from 1-28 weeks and most courses require:

- 85 English Comprehension Level (ECL)
- 2+/- Oral Proficiency Interview (OPI)

International Military Student Office

The international military student office at DINFOS manages the day-to-day operations of the international military students – pay (in some cases), establishing lodging, transportation, field trips, managing student progress.

IMSO Goals:

- Provide professional military PA training that is adaptable to partner-nation needs.
- Assist Combatant Commands by strengthening international partnerships via PA capacity-building.
- Prepare our graduates to be more effective PA advisers and leaders in their respective countries.

Public Course for International Students

DINFOS also offers a course designed specifically for international students called the Public Affairs Course for International Students (PACIS). The five week course provides basic public affairs

training and instruction where U.S., NATO and United Nations approaches to public affairs are compared and analyzed. The five key areas of PACIS are: Communication Skills; Media Relations; Public Affairs in International Operations; Public Affairs Planning; and Social Media. PACIS is a combination of lectures, demonstrations, performance exercises, case studies, assigned readings and field trips.

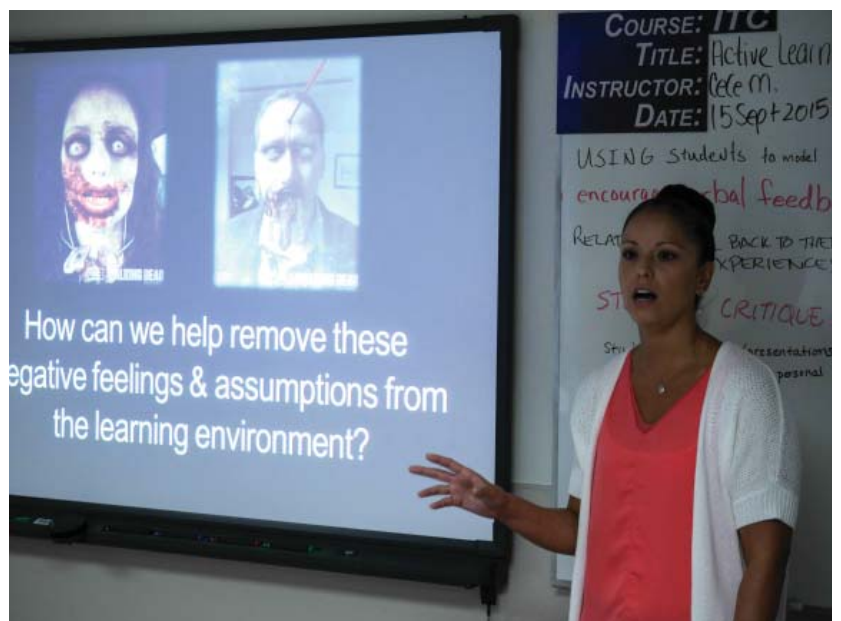


Faculty Training & Development

The Faculty Training and Development Office (FTDO) is the center for all faculty training and supports the school's goal of sustaining DINFOS as a premier accredited military/government training center and sought-after assignment for faculty and staff. From initial instructor training and certification to the Master Instructor and Instructor of the Year programs, the FTDO staff coaches and supports instructors throughout their tours at DINFOS.

When instructors arrive for duty, we introduce them to the fundamentals of effective teaching during our 15-day Instructor Training Course. The course focuses on the basics of developing lesson plans, creating an active learning environment, and delivering content in an engaging way. After students graduate, we coordinate and lead classroom observations to complete their instructor certification.

Once certified, instructors can take advantage of



several professional development opportunities. Whether it's individual coaching, a lunchtime seminar or the master instructor program, FTDO provides several options for improving delivery techniques and training strategies.



“Strength through Truth”